

PLANNING/INTELLIGENCE SECTION CHIEF

The responsibility of the Planning/Intelligence Section Chief is to seek and manage information and resources related to the disaster. This includes: collecting, analyzing and displaying situation information; preparing periodic situation reports; facilitating EMO action planning meetings; conducting advance planning activities and maintaining EOC documentation. The information collected and disseminated by the Planning/Intelligence Section is used by all Sections to develop contingency and operational plans to respond to and recover from the disaster.

This chapter explains the function and responsibilities of the Planning/Intelligence Section Chief within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. Depending upon the nature of the incident, a captain from Public Safety, a manager from Public Works or designee generally serves as the Planning/Intelligence Section Chief as specified in the emergency plan. Within the SEMS/NIMS structure, the Planning/Intelligence Section Chief reports to the DES, coordinates the activities of Planning/Intelligence Section and should work closely with other Section Chiefs.

OBJECTIVES

- ✧ Collect, evaluate, display and disseminate accurate information on the status of the disaster and City resources in a timely manner.
- ✧ Evaluate the disaster situation and predict coming events and conditions.

RESPONSIBILITIES

- ✧ Ensure that the Planning/Intelligence Section responsibilities are addressed, including the collecting, analyzing and displaying critical information for use by the EMO.
- ✧ Ensure that operational objectives and assignments identified in the EMO Action Plan for the Planning/Intelligence Section are carried out effectively.
- ✧ Exercise overall responsibility for the coordination of activities within the Planning Intelligence Section.
- ✧ Report to the DES on all critical activities that pertain to Planning/Intelligence Section.
- ✧ Evaluate the disaster situation and predict coming events and conditions.

- ✱ Develop operational and contingency plans, based on forecasting for Operations, Management and Logistics Sections.
- ✱ Disseminate situation intelligence to the DES, Section Chiefs, and Public Information Officer.
- ✱ Develop post disaster plans.
- ✱ Ensure that the Response Information Management System (RIMS) is used to maintain status reports and to develop the EMO action plan. This should be accomplished in cooperation with the DES and Section Chiefs.

Start Up Duties

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the DES.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use Planning/Intelligence EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Establish the appropriate level of organization within the Planning/Intelligence Section, by continuously monitoring the effectiveness of that organization. Request support as needed.
- ✓ Activate organizational elements within the Planning Intelligence Section as needed and designate leaders for each element:
 - Situation Status
 - Advance Planning
 - Communications
 - Documentation
- ✓ Instruct Planning Intelligence Section to document significant issues on the EOC event log; and maintain all required records and information to support the history of the emergency and the After Action Report:
 - Messages received
 - Actions taken
 - Decisions, justifications and documentation
 - Requests filled
 - EMO personnel, time on duty and assignments
- ✓ Use face-to-face communication in the EOC whenever possible.
- ✓ Meet with the Information Systems to obtain a briefing on internal and external communications capabilities and restrictions.
- ✓ Obtain and review status and major incident reports and other reports from adjacent areas that have arrived in the EOC.

- ✓ Establish contact with the Santa Clara County Operational Area EOC when activated and coordinate situation status reports with their Planning/Intelligence Section.
- ✓ Meet with Operations and Logistics Section Chiefs and exchange available situation information.
- ✓ Based on the situation as known or forecast, determine likely future information and personnel support needs.
- ✓ Adopt a proactive approach. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- ✓ Carry out responsibilities of the Planning Intelligence Section Units that are not currently staffed.
- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend and facilitate action planning meetings as necessary.
- ✓ Make a list of key issues facing the Planning/Intelligence Section. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Keep abreast of situations and resources associated with the Planning/Intelligence Section; ensure Unit Coordinators provide appropriate and current information to the Status Unit to be displayed on the white boards.
- ✓ Ensure that Planning/Intelligence Section event logs and other required documentation are maintained by the Units.
- ✓ Anticipate potential situation changes in all Planning/Intelligence Section planning.
- ✓ Keep up-to-date on all situations. Maintain current status at all times.
- ✓ Conduct periodic briefings for the Planning/Intelligence Section.
- ✓ Ensure that all Units are aware of priorities. Determine if there are unmet needs or problems.
- ✓ Direct Situation Status Unit to initiate collection and display of significant disaster information. (All posted information must be neat and legible.)
- ✓ Ensure internal coordination occurs between Units.

- ✓ Provide briefing on any significant changes in the incident status.
- ✓ Ensure that the Situation Status Unit collects and displays significant disaster events associated with current operations.
- ✓ Ensure the coordination of collection and dissemination of disaster and intelligence information occurs with other Sections.
- ✓ Ensure that all contacts with the media are fully coordinated with Public Information Officer.
- ✓ Ensure that pertinent disaster information is disseminated through appropriate channels to response personnel, EMO Section staff and City departments.
- ✓ Initiate and facilitate EMO Action Planning Meeting with Section Chiefs, the Management Section and the Documentation Unit, to identify priorities and objectives for the initial EMO action plan.
- ✓ Review and revise the EMO Action Plan for the current and forthcoming operational periods, as necessary.
- ✓ Direct Situation Status to prepare a situation report to brief additional EMO staff.
- ✓ Brief DES and Section Chiefs on major problem areas that need or will require solutions.
- ✓ Share status information with other Sections as appropriate.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of organization elements of the Planning/Intelligence Section when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records, forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.

- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number for where you can be reached before leaving the EOC.

SITUATION STATUS UNIT

The Situation Status Unit is responsible for the collection and organization of the incident status and situation information. Concurrently, Situation Status evaluates, analyzes, and displays information for use by the EMO.

This chapter explains the function and responsibilities of the Situation Status Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. A Principal Office Assistant from the Library or designee generally serves as the Situation Status Unit Coordinator as specified in the emergency plan. Within the SEMS structure, the Situation Status Unit Coordinator reports to the Planning/Intelligence Section Chief, manages the activities of the Situation Status Unit and should work closely with the and Public Information Officer and all Sections.

OBJECTIVE

- ✧ Collect, organize and display information related to the disaster.

RESPONSIBILITIES

- ✧ Collect, evaluate and display accurate information on the status of the disaster and City resources.
- ✧ Monitor and ensure the orderly flow of disaster information within the EOC.
- ✧ Ensure that maps and status boards in the EOC are up to date and accessible.
- ✧ Review damage assessment reports and post significant information as necessary.
- ✧ Maintain and post information on casualties, property damage and displaced persons.
- ✧ Ensure that information collected from all sources is validated prior to posting on status board.
- ✧ Maintain a list and post the locations of open public shelters
- ✧ Ensure Situation Status Unit's interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required.

Start Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the Planning/Intelligence Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Situation Status Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support staff as needed.
- ✓ Obtain and review status and major incident reports in the City.
- ✓ Obtain necessary equipment and supplies (maps, color pins, overlay materials, etc.).
- ✓ Determine current status of Situation Status Unit operations and resources.
- ✓ Use face-to-face communication in the EOC, whenever possible.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing Situation Status Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Planning/Intelligence Section EMO Action Plan in support of field/EOC operations.
- ✓ Ensure internal coordination occurs within the Unit.
- ✓ Develop sources of information and assist the Planning/Intelligence Chief in collecting, organizing and analyzing data from all Sections.

- ✓ Record critical information about the disaster on status boards (incident status, significant events, damage to critical facilities, injuries, casualties, property damage, shelter openings, road closures, evacuations, etc.).
- ✓ Ensure that adequate staff is assigned to maintain maps, status boards and other displays.
- ✓ Provide staff to pick up and distribute all Dispatch and EOC messages as required.
- ✓ Manage information for collection and display.
- ✓ Update status boards as necessary.
- ✓ Provide for an authentication process in case of conflicting status reports on events.
- ✓ Refer all media contacts to the Public Information Officer.
- ✓ Meet with the Public Information Officer to determine the best method for exchanging information and providing situation status reports.
- ✓ Establish and maintain an open file of situation reports and major incident reports for review by the Sections.
- ✓ Identify potential problems (change in the weather, impediments along evacuation routes).
- ✓ Keep Planning/Intelligence Section Chief abreast of Situation Status Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of organization elements of the Situation Status Unit when no longer required.
- ✓ Gather all records kept during all phases of the emergency and prepare a chronological summary of events, actions taken, inquiries made and response given.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.

- ✓ Assemble and check financial record; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

ADVANCE PLANNING UNIT

The Advance Planning Unit is responsible for developing operational and contingency plans, based on predictable course of the incident events.

This chapter explains the function and responsibilities of the Advance Planning Unit within the Standard Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. A Captain from Public Safety or Public Works Manager serve as the Advance Planning Unit Coordinator as specified in the Emergency Plan. Within the SEMS/NIMS structure, the Advance Planning Unit Coordinator reports to the Planning/Intelligence Section Chief, coordinates the Advance Planning Unit activities and should work closely with the Operations and Logistics Sections.

OBJECTIVES

- ✧ Collect, evaluate and disseminate accurate information on the status of the disaster and resources in a timely manner.
- ✧ Predict probable course of incident events.

RESPONSIBILITIES

- ✧ Periodically poll the Section Chiefs in the EOC for information regarding current status of the incident.
- ✧ Disseminate situation intelligence to the DES, Section Chiefs and Public Information Officer.
- ✧ Develop operational and contingency plans, based on forecasting for Operations, Management and Logistics Sections.
- ✧ Ensure Advance Planning Unit's interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required.

Start Up Duties

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the Planning/Intelligence Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use Advance Planning Unit kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Obtain and review status and major incident reports in the City.
- ✓ Determine current status of Advance Planning Unit operations and resources.
- ✓ Brief and assign tasks to the Advance Planning Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.
- ✓ Adopt a proactive approach. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend briefings and planning meetings as necessary.
- ✓ Make a list of key issues facing Advanced Planning Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Planning/Intelligence Section EMO Action Plan in support of field/EOC operations.
- ✓ Establish special information collection activities, as necessary (e.g., weather, environmental, toxins, etc.).

- ✓ Poll Section Chiefs for information on the status of the City.
- ✓ Access the City's Geographical Information System as appropriate.
- ✓ Anticipate potential situation changes and use maps and displays to disseminate that information.
- ✓ Develop operational and contingency plans, based on forecasting for Operations, Management and Logistics Sections.
- ✓ Review damage assessment reports.
- ✓ Request information from the Situation Status Unit on a regular basis.
- ✓ Prepare informational reports for the Planning/Intelligence Section Chief, as requested.
- ✓ Brief Planning/Intelligence Section Chief on major problem areas.
- ✓ Keep Planning/Intelligence Chief abreast of Advance Planning Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of organization elements of the Advance Planning Unit when no longer required.
- ✓ Gather all records kept during all phases of the emergency and prepare a chronological summary of events, actions taken, inquiries made and response given.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure that all required forms, event logs and reports are completed and forward them to the EOC Coordinator.
- ✓ Ensure Advance Planning Unit receives debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.

- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

COMMUNICATIONS UNIT

The Communications Unit is responsible for coordinating the installation, testing, maintenance/repair and distribution to incident personnel of communications equipment. The Communications Unit also maintains management oversight of Sunnyvale Amateur Radio Emergency Services (SARES) during the EOC activation.

This chapter explains the function and responsibilities of the Communications Unit within the Standardized Emergency Management System (SEMS). This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. The Communications Manager from Public Safety or designee generally serves as the Communications Unit Coordinator as specified in the Emergency Plan. Within the SEMS structure, the Communications Unit Coordinator reports to the Logistics Section Chief, coordinates the activities of the Communications Unit and should work closely with all Sections.

OBJECTIVE

- ✧ Maintain communications among all EMO elements including those within the EOC, field units and external agencies.

RESPONSIBILITIES

- ✧ Maintain and restore City communications equipment essential for emergency support.
- ✧ Manage SARES volunteers.
- ✧ Assign a SARES volunteer to monitor EOC to EOC radio/telephone.
- ✧ Manage Dispatch functions.
- ✧ Plan and implement alternate communication capabilities.
- ✧ Ensure communications interests are represented in EMO policy and priority-setting discussions.
- ✧ Render assistance to the community as required.

Start Up Duties

- ✓ Check-in upon arrival at EOC.
- ✓ Report to Logistics Section Chief.
- ✓ Obtain briefing on the situation.
- ✓ Set up a work station, including maps and status boards. Use the Communications Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Determine current status of Communications Unit operations and resources.
- ✓ Request a person from Operations Section to assist Dispatch prioritize calls for service.
- ✓ Brief and assign tasks to Communications Unit.
- ✓ Ensure that a link between EOC and Dispatch is established.
- ✓ Establish an internal EOC communication network.
- ✓ Determine the status of emergency services communications and other communication resources.
- ✓ Activate SARES when deemed necessary.
- ✓ Use face-to-face communication in the EOC, whenever possible.

Operational Duties

- ✓ Maintain a log of decisions, actions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Communications Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Planning/Intelligence Section EMO Action Plan in support of field/EOC operations.

- ✓ Monitor flow of information from Dispatch to the EOC. Use runners, if necessary.
- ✓ Request communications links where necessary.
- ✓ Develop a communications plan to minimize communication issues involving radio, data and telephone needs; utilize established communications, the private sector, amateur radio and volunteers.
- ✓ Coordinate staffing for repair of communication equipment.
- ✓ Assign and dispatch SARES volunteers to establish communications at essential sites in cooperation with the Operations Section.
- ✓ Monitor with the help of the SARES Coordinator the placement and the operations of SARES resources.
- ✓ Establish communications links to satisfy emergency requirements.
- ✓ Establish and implement plans for alternative communications capabilities; link utilities, contracting and cooperating agencies to establish communication as soon as possible.
- ✓ Assign a SARES volunteer to monitor EOC to EOC radio/telephone.
- ✓ Recover all communications equipment checked-out; return to appropriate owner.
- ✓ Keep Planning/Intelligence Section Chief abreast of Communication Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of the organization elements of the Communications Unit when no longer required.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to the EOC Coordinator.
- ✓ Assemble and check financial records; forward copies to the Finance Section.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.

- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.

DOCUMENTATION UNIT

The Documentation Unit is responsible for maintaining accurate and complete incident files; preparing, collecting and maintaining documents for the EMO After Action Report; providing duplication services to incident personnel; and packing and storing incident files for legal analytical and historical purposes.

This chapter explains the function and responsibilities of the Documentation Unit within the Standardized Emergency Management System. This framework also conforms to the requirements of the National Incident Management System mandated by the United States Department of Homeland Security. A Principal Office Assistant from the Library or designee generally serves as the Documentation Unit Coordinator as specified in the emergency plan. Within the SEMS structure, the Documentation Unit Coordinator reports to the Planning/Intelligence Section Chief, manages the activities of the Documentation Unit and should work closely with all Sections.

OBJECTIVES

- ✧ Collect, evaluate and disseminate accurate information on the status of the disaster and resources in a timely manner.
- ✧ Compile, verify and distribute information to the EMO.

RESPONSIBILITIES

- ✧ Compile current information about the disaster.
- ✧ Instruct Section Chiefs to track phone calls on event logs.
- ✧ Monitor messages and review copies of message forms for information on conditions and damage assessment.
- ✧ Periodically poll the Section Chiefs in the EOC for information regarding current situation.
- ✧ Verify all information before dissemination to the EMO.
- ✧ Manage information for collection and display about the disaster.
- ✧ Assist the EMO in setting up and maintaining files, journals and special reports.
- ✧ Collect and organize written forms, logs, journals, and reports at the completion of each shift from all Sections.

- ✱ Maintain and preserve disaster files for legal, analytical and historical purposes.
- ✱ Submit data via the Response Information Management System (RIMS) to the Santa Clara County Operational Area.
- ✱ Compile, copy and distribute the EMO Action Plan.
- ✱ Witness all emergency proclamations, resolutions and ordinances.
- ✱ Maintain and distribute all emergency proclamations, resolutions and ordinances as appropriate.
- ✱ Maintain safekeeping of legal/judicial records and court activities.
- ✱ Ensure Documentation Unit's interests are represented in EMO policy and priority-setting discussions.
- ✱ Render assistance to the community as required

Start Up Actions

- ✓ Check-in upon arrival at EOC.
- ✓ Put on the vest that identifies your function.
- ✓ Report to the Planning/Intelligence Section Chief.
- ✓ Obtain a briefing on the situation.
- ✓ Set up a work station including maps and status boards. Use the Documentation Unit EOC kit and on-site supplies.
- ✓ Review position responsibilities.
- ✓ Clarify any issues regarding authority and assignment.
- ✓ Determine overall staff requirements and request support as needed.
- ✓ Obtain and review status and major incident reports in the City.
- ✓ Determine current status of Documentation Unit operations and resources.
- ✓ Brief and assign tasks to Documentation Unit.
- ✓ Use face-to-face communication in the EOC, whenever possible.
- ✓ Adopt a proactive approach. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- ✓ Maintain a log of actions, decisions and messages.
- ✓ Attend planning meetings as necessary.
- ✓ Make a list of key issues facing the Documentation Unit. Clearly establish action items to be accomplished with assembled personnel.
- ✓ Assist in the development of the objectives for the Planning/Intelligence Section EMO Action Plan in support of field/EOC operations.
- ✓ Ensure internal coordination occurs within the Unit.

- ✓ Ensure the distribution and use of forms to capture written record of actions requiring application of resources, requests for resources or other information.
- ✓ Establish and identify a “runner” support system for collecting and duplicating journals, logs, and message forms throughout the EOC.
- ✓ Use face to face communications in the EOC whenever possible .
- ✓ Ensure RIMS computer is functioning properly.
- ✓ Ensure each Section is providing information for the RIMS reports in a timely fashion.
- ✓ Distribute copies of the RIMS report to the Section Chiefs and the EOC Coordinator.
- ✓ Establish special information collection activities as necessary (e.g., weather, environmental, toxins, etc.).
- ✓ Obtain current information from Section Chiefs about status of the City.
- ✓ Meet with Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official record.
- ✓ Inform EMO Sections of the requirement to maintain official records and help set up a filing system, if necessary.
- ✓ Determine what EMO materials and documents are necessary to provide accurate records and documentation for recovery purposes. (Work with the EOC Coordinator and the Cost Accounting Unit.)
- ✓ Oversee the preparation and distribution of the Situation Status Reports.
- ✓ Activate public information hot line as appropriate.
- ✓ Prepare verbal Flash Reports (spot announcement) for the DES.
- ✓ Review damage assessment reports.
- ✓ Maintain a log on property damage, injuries, casualties and displaced people.
- ✓ Request information from the Status Unit on a regular basis.
- ✓ Share status information with other Sections as appropriate.
- ✓ Prepare and distribute situation reports as requested by Planning/Intelligence Section Chief.

- ✓ Send Situation Status Reports to Santa Clara County Operational Area, as necessary.
- ✓ Assist the Public Information Officer in preparation of emergency instructions and information for the City's hotline staff.
- ✓ Monitor the status boards in the EMO and resolve any conflict.
- ✓ Ensure the EMO Action Plan and After Action Report are compiled, approved, copied and distributed to each EMO Section.
- ✓ Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all Sections.
- ✓ Keep Planning/Intelligence Section Chief abreast of Documentation Unit's activities.
- ✓ Check-out of the EOC when you leave the premises and at the conclusion of your shift.
- ✓ Brief relief staff upon shift change.

Deactivation Duties

- ✓ Authorize the deactivation of organization elements of the Documentation Unit when no longer needed.
- ✓ Gather all records kept during all phases of the emergency and prepare a chronological summary of events, actions taken, inquiries made and response given.
- ✓ Ensure that any unresolved issues are handled or assigned to the appropriate EMO function or department.
- ✓ Assemble and check financial records; forward copies to Finance Section.
- ✓ Ensure that all required forms, event logs or reports are completed and forward them to EOC Coordinator.
- ✓ Ensure staff and volunteers receive debriefing and counseling as needed.
- ✓ Be prepared to provide input for the After Action Report.
- ✓ Return the vest to the EOC kit.
- ✓ Determine the need to restock equipment/supplies for your position before you leave.
- ✓ Provide a contact number as to where you can be reached before leaving the EOC.